

MILESTONE ACHIEVEMENT AND PLAN FOR CONTINUED IMPROVEMENT OF MANPOWER MANAGEMENT
(AMHS 3.1.3 12.11.0.9)UNCLASSIFIED/

Subject: MILESTONE ACHIEVEMENT AND PLAN FOR CONTINUED IM...Originator:

COMMARFORRES G1(UC)DTG: 151730Z Feb 12

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MANPOWER MANAGEMENT

Originator:COMMARFORRES G1(UC)

DTG:151730Z Feb 12 Precedence: ROUTINE

To:CG 4TH MAR DIV(uc),

3RD CIVAFFAIRSGRU(uc),

4TH CIVAFFAIRSGRU(uc),

3RD ANGLICO(uc)

CG 4TH MAR DIV(uc),

3RD CIVAFFAIRSGRU(uc),

4TH CIVAFFAIRSGRU(uc),

3RD ANGLICO(uc),

4TH ANGLICO(uc),

INTEL SPT BN(uc)

cc:CG 4TH MLG(uc),

CG 4TH MAW(uc),

CMC WASHINGTON DC MRA RA RAP(uc)

REF/A/COMMARFORRES MSG 281411ZDEC11

REF/B/MCO 1001R.1K/MCRAMM

REF/C/MCO 5311.1D/TFSP

REF/D/MCO P1080.40C/MCTFSPRIM

POC/SHANNON L.SHINSKIE/MAJ/MARFORRES G-1 MANPOWER BRANCH HEAD/TEL:

504-697-7188/E-MAIL/SHANNON.SHINSKIE@USMC.MIL//

POC/DAVID S ROBERTS/CIV/MARFORRES G-1 MANPOWER RECRUITING AND RETENTION

OFFICER/TEL: 504-697-7193/E-MAIL/DAVID.S.ROBERTS@USMC.MIL//

NARR/REF (A) PROVIDED COMMARFORRES GUIDANCE FOR PROPER MANPOWER MANAGEMENT POLICY AND PROCEDURES. REF (A) ADDITIONALLY DIRECTED UNITS TO VALIDATE ALL MARINES NOT PROPERLY ASSIGNED TO VALID STRUCTURE IN ACCORDANCE WITH THE PROCEDURES CONTAINED WITHIN. REF (B) IS THE MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL. REF (C) IS THE TOTAL FORCE STRUCTURE PROCESS. REF (D) IS THE MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL. RMKS/1. SITUATION. UNIT-LEVEL VALIDATION OF MANPOWER NOT PROPERLY ASSIGNED TO VALID STRUCTURE IN ACCORDANCE WITH REF (A) ACHIEVED A 97 PERCENT COMPLIANCE RATE FOR REPORTING EXCESS BIC INDICATORS (EBI'S). THE VALIDATED RESPONSES WERE SCREENED FOR INCOMPATIBILITY WITH MANPOWER MANAGEMENT POLICIES OF REF (B). THE RESULTS DEMONSTRATE THAT FORCE-WIDE IMPROVEMENTS IN UNIT-LEVEL MANAGEMENT PRACTICES MUST CONTINUE IOT ACHIEVE AND SUSTAIN A REBALANCED FORCE COMPOSITION THAT ALIGNS THE CURRENT INVENTORY TO AUTHORIZED STRUCTURE WITH MAXIMUM FIT AND FILL.

2. MISSION. UNIT COMMANDERS/I&I'S WILL COMPLETE THE FOLLOWING IAW COMMARFORRES GUIDANCE IOT ACHIEVE AND SUSTAIN A REBALANCED FORCE COMPOSITION.

2.A. NLT 15 MARCH 2012, COUNSEL AND FORWARD AN ELECTRONIC COPY OF THE MANPOWER

MANAGEMENT COUNSELING WORKSHEET (OFFICER OR ENLISTED, AVAILABLE ON THE MARFORRES MANPOWER SHAREPOINT) TO MARFORRES AC/S G-1 (MANPOWER) ORGANIZATIONAL MAILBOX, MFR_MANPOWER@USMC.MIL FOR ALL PERSONNEL WITH REPORTED ASSIGNMENTS INCOMPATIBLE WITH REF (B), AS IDENTIFIED BY HQMC (RAP).

2.B. NLT 15 APRIL 2012 AND EACH 15TH DAY OF THE MONTH THEREAFTER, COUNSEL AND FORWARD AN ELECTRONIC COPY OF A COUNSELING WORKSHEET FOR NEWLY IDENTIFIED PERSONNEL. HQMC (RAP) WILL GENERATE A MONTHLY LIST OF NEWLY IDENTIFIED PERSONNEL WITH REPORTED ASSIGNMENTS INCOMPATIBLE WITH REF (B). UPON RECEIPT OF THE MONTHLY LIST, UNIT COMMANDERS/I&I'S WILL COUNSEL IDENTIFIED MARINES AND FORWARD THE RESULTS TO MARFORRES AC/S G-1 (MANPOWER) WITHIN 30 DAYS OF IDENTIFICATION.

2.C. COMPLETE ALL REQUIRED UNIT DIARY ENTRIES UPON RECEIPT OF THE COMMARFORRES FINAL DECISION.

3. EXECUTION

3.A. COMMANDER'S INTENT. REBALANCE THE FORCE COMPOSITION IOT IMPROVE THE CURRENT ALIGNMENT OF THE FORCE MANPOWER INVENTORY TO THE CURRENT AUTHORIZED STRUCTURE REPORT (ASR), ESTABLISH AN ENDURING UNIT-LEVEL MANPOWER MANAGEMENT CAPABILITY SYNCHRONIZED WITH FORCE AND HQMC (RAP) OVERSIGHT, AND KEEP THE FAITH WITH MARINES AND COMMUNITIES.

3.B. CONCEPT OF OPERATIONS. ON THE 15TH OF EACH MONTH, HQMC (RAP) WILL SCREEN AND GENERATE A LIST OF MARINES NOT PROPERLY ASSIGNED TO VALID STRUCTURE IN ACCORDANCE WITH THE MANPOWER MANAGEMENT POLICIES OF REF (B). MARFORRES AC/S G-1 (MANPOWER) WILL DISTRIBUTE LISTS THROUGH THE MSC'S (0-DAY MARK). UNIT COMMANDERS/I&I'S WILL COUNSEL IDENTIFIED MARINES USING THE MANPOWER MANAGEMENT COUNSELING WORKSHEET (OFFICER OR ENLISTED) AND RETURN THE COUNSELING FORM TO

MARFORRES AC/S G-1 (MANPOWER) (30-DAY MARK). MARFORRES AC/S G-1 (MANPOWER) WILL FORWARD THE COUNSELING FORMS AS INDICATED BELOW (TO INCLUDE MSC ENDORSEMENT OF DEFERMENT REQUESTS). UPON RETURN OF PACKAGES FROM MSC'S (60-DAY MARK), MARFORRES AC/S G-1 MANPOWER WILL PREPARE PACKAGES FOR COMMARFORRES DECISION AS EXPLAINED BELOW (DEFERMENT OR INVOLUNTARY TRANSFER AUTHORITY). UPON COMMARFORRES DECISION, MARFORRES AC/S G-1 (MANPOWER) WILL RETURN PACKAGES TO THE UNITS FOR DIARY REPORTING OF THE COMMARFORRES DECISION (90-DAY MARK).

3.B.1. MARFORRES AC/S G-1 (MANPOWER) WILL RECEIVE COUNSELING WORKSHEETS, ACKNOWLEDGE RECEIPT VIA EMAIL, AND DISTRIBUTE COUNSELING WORKSHEETS AS INDICATED BELOW:

3.B.1.A. A COPY OF WORKSHEETS RECEIVED REQUESTING AN IMA BILLET REFERRAL WILL BE FORWARDED TO MARINE CORPS RECRUITING COMMAND (MCRC) FOR PRIOR SERVICE RECRUITING (PSR) ASSISTANCE. PSR'S WILL HAVE AUTHORITY CONTACT THE MARINES DIRECTLY AND IF ABLE, ASSIST MARINES TO AFFILIATE WITH AN IMA DET.

3.B.1.B. WORKSHEETS RECEIVED REQUESTING DEFERMENT OF INVOLUNTARY TRANSFER TO THE IRR BASED ON A REQUESTED EXEMPTION, AS INDICATED ON THE COUNSELING WORKSHEET, WILL BE FORWARDED TO THE MARINE'S MSC FOR ENDORSEMENT. MSC'S WILL ENDORSE THE REQUEST ON THE COUNSELING WORKSHEET. COMMARFORRES RETAINS AUTHORITY TO INVOLUNTARILY TRANSFER MARINES TO THE IRR, AND WILL ALSO RETAIN AUTHORITY TO DEFER INVOLUNTARY TRANSFER.

3.B.2. NLT 60 DAYS FROM THE DATE OF ORIGINAL IDENTIFICATION, COUNSELING WORKSHEETS WILL BE PREPARED FOR COMMARFORRES DECISION TO INVOLUNTARILY TRANSFER THE MARINE TO THE IRR OR DEFER TRANSFER BASED ON AN APPROVED EXEMPTION.

3.B.2.A. IF THE MARINE ELECTED VOLUNTARILY TRANSFER TO THE IRR ON THE COUNSELING WORKSHEET, THE UNIT MUST REPORT THE TRANSFER NLT 90 DAYS FROM THE DATE OF

ORIGINAL IDENTIFICATION. COMPLETED COUNSELING WORKSHEETS INDICATING A VOLUNTARY TRANSFER TO THE IRR ELECTION WILL NOT BE PRESENTED TO COMMARFORRES FOR DECISION, BUT WILL BE TRACKED BY MARFORRES AC/S G-1 (MANPOWER) TO ENSURE UNITS REPORT THE ACTION.

3.B.2.B. REQUESTS FOR DEFERMENT OF INVOLUNTARY TRANSFER WILL HAVE UNIT AND MSC ENDORSEMENT AND A SPECIFIC TIME PERIOD OF DEFERMENT. MSC'S WILL FORWARD ALL ENDORSED REQUESTS (COUNSELING WORKSHEET) TO MARFORRES AC/S G-1 (MANPOWER) FOR FORCE-LEVEL CONSOLIDATION.

3.B.2.C. ALL OTHER COUNSELING WORKSHEETS (THOSE NOT REQUESTING DEFERMENT OR NOT ELECTING VOLUNTARY TRANSFER TO THE IRR) WILL BE CONSIDERED FOR INVOLUNTARY TRANSFER TO THE IRR, REGARDLESS OF ANY OTHER ELECTION MADE BY THE MARINE.

3.C. TASKS

3.C.1 MARFORRES AC/S G-1 (MANPOWER)

3.C.1.A. DESIGNATED AS LEAD FOR THIS EFFORT.

3.C.1.B. ENSURE UNIT COMMANDERS/I&I'S HAVE THE REQUIRED INFORMATION AND TOOLS TO COMMUNICATE THE RATIONALE BY WHICH THE MARINE WAS IDENTIFIED AND THE OPTIONS FOR CONTINUED SELRES AFFILIATION OR READY RESERVE PARTICIPATION.

3.C.1.C. TRACK AND FORWARD COUNSELING WORKSHEETS AS DIRECTED.

3.C.1.D. CONSOLIDATE COUNSELING WORKSHEETS REQUESTING DEFERMENT FROM MSC'S FOR COMMARFORRES DECISION NLT 60 DAYS FROM THE DATE OF IDENTIFICATION. CONSOLIDATE COUNSELING WORKSHEETS, NOT REQUESTING DEFERMENT AND NOT ELECTING VOLUNTARY TRANSFER TO THE IRR, FOR COMMARFORRES DECISION ON OR ABOUT 60 DAYS FROM THE DATE OF IDENTIFICATION.

3.C.1.E. RETURN ADJUDICATED COUNSELING WORKSHEETS TO UNITS AND TRACK UNIT DIARY REPORTING TO ENSURE UNIT COMPLIANCE WITH THE COMMARFORRES DECISION.

3.C.1.F. TRACK UNIT DIARY REPORTING TO ENSURE UNITS REPORT VOLUNTARY TRANSFERS TO THE IRR NLT 90 DAYS FROM THE DATE OF IDENTIFICATION.

3.C.1.G. TRACK APPROVED DEFERMENTS FOR THE SPECIFIED PERIOD OF TIME, AS APPROVED BY COMMARFORRES, TO ENSURE UNIT COMPLIANCE AT THE TIME OF DEFERMENT EXPIRATION.

3.C.1.H. CONTINUALLY MONITOR AND APPRISE COMMARFORRES ON A MONTHLY BASIS OF END STRENGTH AND UNIT MANNING LEVELS, UNIT LEVEL POLICY ENFORCEMENT RESULTS, AND FSRG EVENTS INFLUENCING UNIT MANNING POSTURES.

3.C.2. COMMANDING GENERALS, 4TH MARINE DIVISION, 4TH MARINE AIRCRAFT WING, 4TH MARINE LOGISTICS GROUP, AND COMMANDING OFFICERS 3RD AND 4TH CAG, 3RD AND 4TH ANGLICO AND INTELLIGENCE SUPPORT BATTALION

3.C.2.A. ENSURE UNIT COMMANDERS/I&I'S COUNSEL IDENTIFIED MARINES ACCORDING TO THE MANPOWER MANAGEMENT COUNSELING WORKSHEET (OFFICER OR ENLISTED) AND FORWARD COMPLETED COPIES TO THE MARFORRES AC/S G-1 (MANPOWER) ORGANIZATIONAL MAILBOX, MFR_MANPOWER@USMC.MIL. UNIT LEADERS OR I&I'S MUST HAVE ACCESS TO THE MARFORRES AC/S G-1 (MANPOWER) SHAREPOINT PORTAL TO ACCESS THE SMCR NEEDS REPORT.

3.C.2.B. UPON NOTIFICATION FROM COMMARFORRES, INVOLUNTARILY TRANSFER DESIGNATED MARINES TO THE IRR. ENSURE UNITS TAKE IMMEDIATE ACTION TO COMPLY WITH PROVIDED INSTRUCTIONS BY THE DATE SPECIFIED IN THE ORDER.

3.C.2.C. ENSURE UNITS PROPERLY REPORT VOLUNTARY REQUESTS TO TRANSFER TO THE IRR NLT 90 DAYS FROM THE DATE OF IDENTIFICATION OR ON THE DATE REQUESTED BY THE MARINE, WHICHEVER IS SOONER. UNITS WILL ALSO PROPERLY REPORT ALL IUT'S, TRANSFERS TO THE IMA, REDESIGNATIONS OR EVENTS REQUESTED OF IDENTIFIED MARINES AND IN ACCORDANCE WITH REFS (A) THROUGH (D), IF ACCOMPLISHED PRIOR TO DATE OF INVOLUNTARY TRANSFER ORDERED BY COMMARFORRES. IF A MARINE PENDING AN IUT IS UNABLE TO COMPLETE THE TRANSFER ON THE DATE ORDERED TO INVOLUNTARILY TRANSFER TO

THE IRR, THE MARINE MAY REQUEST VOLUNTARY TRANSFER TO THE IRR AND CONTINUE SEEKING AFFILIATION FROM THE IRR. MARINES WILL NOT BE PERMITTED TO EXTEND PAST THE DATE ORDERED BY COMMARFORRES IOT COMPLETE AN IUT OR TRANSFER TO AN IMA DETACHMENT. THIS ACTION MUST BE COMPLETED PRIOR TO THE DATE ORDERED BY COMMARFORRES.

3.C.2.D. MARINES ARE NOT PERMITTED TO PERFORM ANY DUTY BEYOND THE NORMALLY SCHEDULED DRILL OR AT PERIODS DURING THIS 90-WINDOW. ENSURE UNITS DO NOT PERMIT MARINES TO "DRILL OUT" OR CONDUCT AN UNSCHEDULE AT PRIOR TO IUT OR TRANSFER TO THE IRR.

3.D. COORDINATING INSTRUCTIONS

3.D.1. PREVIOUS REPORTING INSTRUCTIONS PRESCRIBED IN REF (A) REMAIN IN EFFECT. UNITS WILL CONTINUE TO VALIDATE PERSONEL PREVIOUSLY REPORTED "EXCESS" WITH IMPROVED REPORTING PROCEDURES.

3.D.2. UNITS MAY ALSO BE REQUIRED TO COMPLY WITH OTHER HQMC (RAP) ENLISTED FORCE CONTROL MEASURES (EFCM'S), AS COMMUNICATED THROUGH MARFORRES AC/S G-1 (MANPOWER), AND IN ADDITION TO THE REQUIREMENTS CONTAINED WITHIN THIS MESSAGE.

3.D.3. MARINES ELIGIBLE FOR RETIREMENT, BUT REQUESTING DEFERMENT FOR THE PURPOSE OF FACILITATING A CEREMONY, WILL NOT BE FAVORABLY CONSIDERED. MARINES MAY RETIRE FROM THE IRR, AND UNITS MAY STILL PROVIDE SUPPORT TO FACILITATE THE ACTUAL CEREMONY.

3.D.4. INVOLUNTARY TRANSFERS AS A RESULT OF THIS INITIATIVE ARE NOT PUNITIVE IN NATURE. MARINES SHOULD BE COUNSELED THAT THEY MAY SERVE IN THE IRR, CONTINUING TO EARN RETIREMENT POINTS IN DIFFERENT OPPORTUNITIES, AND RETURN TO SELRES AFFILIATION WHEN AN APPROPRIATE BILLET BECOMES AVAILABLE.

4. ADMINISTRATION AND LOGISTICS

4.A. ADMINISTRATION

4.A.1 AS UNIT BIC ASSIGNMENT ERRORS ARE DISCOVERED DURING THE DAY-TO-DAY EXECUTION OF PERSONNEL PROCUREMENT PLANNING, ADMINISTRATION, AND OVERSIGHT OPERATIONS, MARFORRES AC/S G-1 (MANPOWER) WILL NOTIFY THE UNIT VIA THE CHAIN OF COMMAND, AND MONITOR THE REPORTING UNIT UNTIL CORRECTIVE ACTION IS COMPLETED. ON OR ABOUT THE 15TH DAY OF EACH MONTH, HQMC (RAP) WILL GENERATE A LIST OF PERSONNEL HAVING ASSIGNMENTS INCOMPATIBLE WITH REF (B). ALL PERSONNEL ARE REQUIRED TO HAVE A VALID BIC ASSIGNMENT OR APPROPRIATE EBI.

4.B. LOGISTICS. N/A

5. COMMAND AND SIGNAL

5.A. COMMAND

5.A.1 MARFORRES AC/S G-1 (MANPOWER) IS RESPONSIBLE FOR THE LONG TERM PROCESS CONTROL AND MONITORING OF UNIT COMPLIANCE WITH THE SMCR PERSONNEL ASSIGNMENTS AND MANPOWER MANAGEMENT PROCEDURES CONTAINED HEREIN.

5.A.2. MARFORRES AC/S G-1 (MANPOWER) WILL PROVIDE DIRECT SUPPORT TO MSCS AND FORCE LEVEL UNITS.

5.A.3. THESE PROCEDURES WILL BE ENFORCED VIA MARFORRES UNIT INSPECTION PROGRAMS.

5.A.4. INQUIRIES AND/OR ASSISTANCE REGARDING ANY CASE NOT COVERED BY PROCEDURES HEREIN WILL BE ADDRESSED TO MARFORRES AC/S G-1 (MANPOWER).

B. SIGNAL

5.B.1. MARFORRES AC/S G-1 (MANPOWER) RECRUITING AND RETENTION OFFICER, COML 504-697-7193.

5.B.2. MARFORRES AC/S G-1 (MANPOWER) BRANCH HEAD, COML 504-697-7188.

BT